

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMMUNITY SERVICES ANALYST**

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Jurisdictional Class: **Competitive**

Date Adopted: **1/24/01**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** This position is a professional position which works closely with the Director of Community Services. A major function of the job is to evaluate the effectiveness of Mental Health Services within the local community. Incumbent works under the general supervision of the Director of Community Services with wide leeway allowed for the exercise of independent judgment. Recommendations made will be essential in implementation of policy and procedures and for revenue reimbursements. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Interviews and/or surveys agency directors, department heads, program managers, service providers and consumers of mental hygiene services to assess utilization patterns, accessibility and consumer needs;

Collaborates with a variety of service providers and assists in the establishment of a "Single Point of Entry" (SPOE) for case management and housing services;

Works with various program coordinators/managers and their staff to establish and monitor a "Single Point of Accountability" (SPOA) in the children's mental health service system;

Monitors and evaluates the implementation of "New Initiatives" and other new, as well as existing, services in the local community;

Manages the Utilization Review and Quality Assurance activities within the Mental Health Department;

Oversees and coordinates the operation of "Assisted Outpatient Treatment" (AOT a.k.a. Kendra's Law) in clinical, judicial, correctional and other settings;

Collects data to monitor trends and identify needs in the local service system and for presentation to the Department Head, Community Services Board and Board of Supervisors as necessary;

Attends related committee meetings when appropriate, such as Community Services Board, Public Health Committee and Transportation Committee;

Prepares a variety of reports and documents related to mental hygiene services within the local community;

May attend inter-county planning and policy development meetings as assigned by the Director of Community Services.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of NYS Office of Mental Health Program funding; working knowledge of behavioral health services within the local community; ability to think analytically and identify indicators that reflect program performance; ability to establish and maintain cooperative relationships with various community agencies; ability to communicate well, both verbally and in writing..

**MINIMUM QUALIFICATIONS:**

- (A) Master's degree in Nursing, Psychology, Public Administration, Social Work or related field and one (1) year of experience in a Health/Behavioral Health Organization with responsibility for overseeing or directly evaluating program effectiveness; **OR**

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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- (B) Bachelor's Degree in Nursing, Program Evaluation, Psychology, Social Work or related field and two (2) years of experience in a Health/Behavioral Health Organization with responsibility for overseeing or directly evaluating program effectiveness; **OR**
- (C) Any combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.